



# CITY OF FAIRMONT

CITY/COUNTY COMPLEX  
P.O. Box 1428  
200 Jackson Street  
Fairmont, West Virginia 26555-1428  
(304) 366-6211  
(304) 366-0228 FAX  
[www.fairmontwv.gov](http://www.fairmontwv.gov)

TO: All Police Officer Applicants

FROM: Janet Keller, City Clerk

SUBJECT: Police Officer Application and Informational Packet

DATE: March 10, 2022

The City of Fairmont is accepting applications for the position of Police Officer. Please be advised that the following information will be required at the time of submitting your application for the position of Police Officer:

- 1) Civil Service Application (application is attached)
- 2) Copy of Birth Certificate
- 3) Copy of Driver's License
- 4) Copy of High School Diploma, GED or High School Transcripts
- 5) Current Photo (individual photograph – does not include picture on driver's license)

Enclosed for your review is the application for Police Officer, a copy of the notice that has been posted, the job description, the current benefit package that is offered at this time, a copy of the different phases of the testing process, and a copy of the fitness standards for the physical agility test and for entrance into the West Virginia Police Academy. Please be advised that the physical agility exam will be administered, on another date, to only those applicants that successfully pass the written exam. The Police Department will schedule the physical agility, at a later date, to those applicants that pass the written exam.

All applications, and required information to be submitted with your application, are to be returned to the City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, **by 12:00 p.m., noon, Tuesday, April 5, 2022** in order to be eligible to take the written exam.

The written exam will be held on **Saturday, April 23, 2022 at 10:00 a.m.**, at the Public Safety Building located at 500 Quincy Street in downtown Fairmont.

If you have any questions or need additional information, please feel free to contact me at 304-366-6212, ext. 329 or email me at [jkeller@fairmontwv.gov](mailto:jkeller@fairmontwv.gov)

## CITY OF FAIRMONT POLICE OFFICER

The City of Fairmont is accepting applications for Police Officer.

### Requirements for Applicants:

1. Must be between the age of 18 and 40 on the date of application;
2. Must possess a valid driver's license;
3. Must have a high school diploma or GED;
4. Must within one year of the date of appointment establish and maintain a permanent residence within the boundaries of Marion, Monongalia, Harrison or Taylor Counties.
5. Must successfully complete and pass various mandatory examinations.

Applications and informational packets may be obtained at the City of Fairmont, City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, WV, until 12:00 p.m., noon, Tuesday, April 5, 2022. The last day to accept applications is 12:00 p.m., noon, Tuesday, April 5, 2022. The written examination will be given on Saturday, April 23, 2022 at 10:00 a.m. The City of Fairmont offers a \$5,000.00 additional monetary incentive for Certified WV Officers.

Janet L. Keller  
City Clerk

Office Use Only:

Date Filed: \_\_\_\_\_

Time Filed: \_\_\_\_\_

Cert. Officer \_\_\_\_\_ Vet. Points \_\_\_\_\_

**POLICE CIVIL SERVICE COMMISSION  
CITY OF FAIRMONT, WEST VIRGINIA**

**APPLICATION FOR POLICE OFFICER**

(Use typewriter or print in ink)

PCSC (02/21)

1. Full Name: \_\_\_\_\_

(a) What nicknames or other names are you known by or have you used in the past?

\_\_\_\_\_

2. Present Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(a) How long at this address: \_\_\_\_\_

3. Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Email address: \_\_\_\_\_

4. Give all residence addresses for the previous 10 years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Age: \_\_\_\_\_

7. Date of Birth: \_\_\_\_\_

8. Place of Birth: \_\_\_\_\_

9. Social Security Number: \_\_\_\_\_

10. To the best of your knowledge, are you in good health and physically capable of performing the duties of a police officer? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Beginning with your present or most recent employer, please provide us a complete record of all employment for the previous ten (10) years. (Include service in the armed forces, if applicable). Show all periods of unemployment. If former employers are out of business, so state. If you were in business for yourself, give nature of business and location. Be accurate showing all of your time. If you do not have sufficient space to give a complete employment record, attach an additional sheet and continue.

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

(You may continue this listing on an attached sheet. You must list all previous employments, including temporary and part-time work)

12. If you intended to rely on the **Veteran's Preference Points**, attach proof that (a) you have been honorably discharged from the armed forces of the United States OR (b) that you are a bona fide member of the United States military reserves or National Guard and have completed military basic training prior to the date of the test.

Do you intend to rely on Veteran's Preference Points? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Do you have an active certification as a **West Virginia Law Enforcement Officer**? If so, attach proof or a copy of your certification if you intended to rely on the West Virginia Law Enforcement Officer Points.

Do you intend to rely on WV Law Enforcement Officer Points? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

15. If so, what is your driver's license number? \_\_\_\_\_ State \_\_\_\_\_

16. Describe Yourself: \_\_\_\_\_

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17. Where do you see yourself in the future as far as law enforcement is concerned: \_\_\_\_\_

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**NOTICE:** (1) You will be required to present positive proof of identification at the time the test is given;  
(2) Additional information and testing will be required if you advance to later stages of the selection process.

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**ALL APPLICANTS MUST SIGN THE FOLLOWING CERTIFICATE:**

I certify that all of the foregoing information is true and accurate. I am aware that should investigation disclose misrepresentations or falsifications, the Commission may refuse to examine me or to certify me as eligible, I may be rejected by the Appointing Officer, I may be terminated if I have already been hired, and I will be disqualified from applying in the future for any position with the City of Fairmont.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

STATE OF WEST VIRGINIA  
COUNTY OF \_\_\_\_\_, TO-WIT:

\_\_\_\_\_, the applicant in the foregoing application, being duly sworn by me, affirms that the statements and facts contained in the foregoing application are true and to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**IF YOUR ADDRESS OR PHONE NUMBER CHANGES AFTER FILING THIS APPLICATION,  
PLEASE NOTIFY THE CITY CLERK OF SUCH CHANGE**

**PLEASE ATTACHED A CURRENT PHOTO OF YOURSELF ON THIS PAGE. THE PHOTO CANNOT HAVE ANYONE ELSE IN THE PICTURE WITH YOU. THE PHOTO WILL REMAIN ON FILE WITH YOUR APPLICATION AND WILL NOT BE RETURNED.**





POSITION DESCRIPTION

1. **POSITION TITLE:** Probationary Patrol Officer
2. **DEPARTMENT:** Police
3. **PAY GRADE:** 200
4. **SALARY:** \$41,398.00 (scheduled to be increased 7/1/22)
5. **GENERAL DESCRIPTION OF THE WORK OF THE POSITION:**

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinance; does related work as required. This is a **CIVIL SERVICE POSITION**.

This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation, and miscellaneous duties incidental thereto, performed in accordance with departmental rules and regulations. Senior officers will be assigned to work and guide the probationary officer during his/her probationary period. A senior officer regularly checks the work and gives specific instructions and assistance when special problems arise; however, a Patrol Officer is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger.

**PROBATIONARY PERIOD:** All original appointments to any positions in a paid police department subject to the civil service provisions shall be for a probationary period of one year. All newly hired and uncertified, by the LETC Subcommittee, law enforcement officers shall apply for admission to an entry-level training program by submission of a completed and medically acceptable academy application packet within ninety (90) calendar days of their date of employment or be terminated. If the LETC committee denies certification of a probationary officer, denies admission to a basic entry-level training program, or the employee is otherwise unable to gain WV LE Certification, the employee will be terminated. (See WV 8-14-11 and 30-29-5 for additional Probationary information and certification standards)

6. **DUTIES OF THE POSITION (ILLUSTRATIVE ONLY):**

- Under regular supervision, an entry-level officer performs basic police services in accordance with the mission, goals and objectives of the City of Fairmont and in compliance with governing federal, state, and local laws.

- Arrest and Detain Persons. -- In arrest and detention, an officer may: Advise persons of constitutional rights (Miranda Warning); Arrest persons with a warrant; Arrest persons without a warrant (non-traffic); Conduct temporary detention ("stop and frisk") of suspicious persons; Execute felony motor vehicle stop; Investigate a suspicious vehicle; Plan how to make and execute arrests; Prepare information and complaint for the filing of charges following an arrest (criminal investigation); Review warrants for completeness and accuracy; Obtain arrest warrants and making proper returns; Check for warrants on persons through NCIC.
- Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may: Collect evidence and personal property from a crime scene; Diagram crime scenes; Document the chain of custody for evidence; Dust and lift latent fingerprints; Examine evidence and personal property from crime scenes to determine their importance; Package evidence or personal property; Use a camera ; Protect a crime scene until specialized or back-up assistance arrives; Record location of physical evidence and fingerprints at the scene; Secure the crime scene; Initial, mark, and label evidence; Determine the area of the crime scene; Search crime scenes for physical evidence; Search dead bodies for personal property and evidence; Recover and inventory stolen property; and Tag evidence and confiscated property.
- Enforce Driving Under the Influence (DUI)/Traffic Laws. -- In enforcement of DUI/Traffic laws, an officer may: Observe persons to recognize signs of drug or alcohol intoxication; Make custodial traffic arrests (e.g., DUI); Administer standardized field sobriety tests; Fill out a search warrant application to obtain DUI related blood or urine sample; Arrange for obtaining a blood or urine sample for blood alcohol content (BAC); Arrest DUI suspects; Determine probable cause to execute a DUI stop; Operate a secondary chemical test instrument to test blood alcohol content; Investigate hit and run violations; Investigate a traffic crash scene to identify points of impact; Record statements of witnesses to traffic crashes; Safely execute a vehicle stop and arrest, cite or warn occupants.
- Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may: Engage in emergency driving in a congested area; Engage in high-speed pursuit or response driving off road; Engage in high-speed pursuit or response driving on an open road; Respond to crime in progress calls; and Operate portable and car radio equipment.
- Conduct Search and Seizure. -- In conducting search and seizure, an officer may: Obtain warrants and make proper returns; Plan, organize, and conduct raids; Observe a person's body language to assess intentions and attitudes; Conduct a field search of arrested persons; Conduct a frisk or pat down; Search persons in accordance with a court order (e.g., blood sample, hair sample); Search premises or property incident to an arrest; Search premises or property in hot pursuit or emergency situations; Search premises or property with consent; Search premises or property with a warrant; Seize contraband; and Search for a person in a darkened building or environment.
- Use Physical Force to Control Persons. -- In using force to control persons, an officer may: Confront, in a riot formation, groups of agitated people; Control hostile groups (e.g., demonstrators, rioters); Use holds or devices to control or take a suspect down; Physically subdue an attacking person; Use weaponless

defense tactics; Subdue a person resisting arrest; Use body pressure points to control a person; Disarm a violent armed suspect; Remove a person out of vehicle who is resisting arrest; Strike a person with a handheld impact weapon; Deploy a secondary chemical weapon; Use submission holds to control a person; Locate and observe crowd agitators; Patrol riot stricken or civil disturbance areas; Physically restrain a crowd; Use body language to project control and influence a situation; Use voice commands to project control and direct actions; and Hold a flashlight in one hand while performing various police duties.

- Use Deadly Weapons. -- In using deadly weapons, an officer may: Clean and inspect weapons; Discharge a firearm at a vehicle; Discharge a firearm in low light conditions; Discharge a firearm at a person; Draw a weapon to protect himself or herself or a third party; Participate in firearms training; Secure a firearm when off duty (e.g., home); Fire a weapon in a dark environment with a flashlight in one hand; Fire a weapon in low light combat; Fire a weapon in daytime combat ; Carry a firearm when off duty; and Discharge a weapon at an animal.
- Provide Emergency Assistance. -- In providing emergency assistance, an officer may: Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.); Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.); Secure accident and disaster scenes; Administer cardio-pulmonary resuscitation (CPR); Apply basic first aid to control bleeding; Apply basic first aid to treat for amputations; Apply basic first aid to treat for choking (e.g., Heimlich Method); Talk with a person attempting suicide to get him or her to stop or delay the attempt; Use protective gear to prevent contact with infectious diseases; Take a mentally ill person into custody for his or her own protection; Mediate family disputes; Place children in protective custody (e.g., child abuse).
- Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may: Conduct complete criminal investigations; Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters; Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification); Conduct stationary surveillance of individuals or locations; Determine whether incidents are criminal or civil matters; Determine whether recovered property is linked with a previous crime; and Exchange necessary information with other law enforcement officials (including intelligence information).
- Write and Read Reports and Other Documents. -- In writing and reading reports and other documents, an officer may: Complete an initial offense report; Complete arrest reports; Complete a criminal investigation report of felonies; and Record confessions in writing.
- Present Testimony. -- In presenting testimony, an officer may: Present evidence in legal proceedings; Review reports and notes prior to court testimony; Testify at evidence suppression hearings; Testify at probable cause preliminary hearings; Testify before grand juries; Testify in criminal trials; and Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation).
- Transport Persons in Custody. -- In transporting persons in custody, an officer may: Operate a vehicle to transport prisoners; Properly place and secure persons in custody in a vehicle and Search a vehicle for weapons and contraband (e.g., before and after prisoner transport).

- Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may: Interrogate adult suspects; Interview complainants, witnesses, etc.; Interview victims of sex crimes; Interrogate a suspect or witness with use of polygraph results; Interview informants; Take statements of witnesses; and Interrogate juvenile suspects.
- Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may: Collect physical evidence from a crash scene; Complete the standard Division of Highways traffic crash report form; Determine contributing factors to a crash; Diagram crash scenes; Protect traffic crash physical evidence for collection; and Take precautions to prevent additional crashes at a crash scene.
- Other duties as assigned.

**7. DESCRIPTION OF SUPERVISION RECEIVED BY AN INCUMBENT OF THIS POSITION:**

The Sergeant/Officer in Charge in charge of the shift routinely supervises the Probationary Police Officer. Additional supervision by all officers in the Probationer's chain of command, ranking officers in the Agency, and those assigned to the Probationer in the Field Training Officer Program.

**8. CODE OF ETHICS:**

Probationary Officer has a fundamental duty to serve the community, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder, and to respect the constitutional rights of all to liberty, equality and justice.

The officer will keep his/her private life sullied as an example to all and will maintain courageous calm in the face of danger, scorn or ridicule, develop self-restraint, and be constantly mindful of the welfare of others.

**9. DESCRIPTION OF SUPERVISION EXERCISED BY AN INCUMBENT OF THIS POSITION:**

No authority is granted.

**10. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR PERFORMANCE OF THE WORK:**

Good social and general intelligence; good knowledge of first-aid methods; good judgment; ability to understand and carry out complex oral and written instructions; ability to drive an automobile; good powers of observation and memory; strong moral character; high level of physical fitness including physical strength and agility during potential stressful situations; good critical thinking and problem solving skills; exceptional communication and interpersonal skills; devotion to community. In performing the essential functions of the job, an officer may use the following: preliminary breath test; An automobile; A impact weapon; Body armor; secondary chemical agent; A first aid kit; flashlight; Handcuffs; police radio; public address system;

handgun; shotgun; Lights and sirens; Rubber gloves; Ammunition and ammunition magazines; and Weapon cleaning equipment.

**11. EDUCATION AND/OR EXPERIENCE NECESSARY FOR WORK PREPARATION:**

Completion of high school, education, preferably supplemented by some college courses, some work experience and completion of specialized police courses as required by assignment. Must possess a valid WV motor vehicle operator or chauffeurs license or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities. Will be required to obtain WV Law Enforcement Certification.

**12. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are minimally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations involving extreme physical exertion. Work is primarily conducted outdoors. Incumbents of this position will be exposed to inclement weather conditions, extreme heat, high/precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud.

The employee is regularly required to communicate with others in person and on phone, radio, and/or computer and be mobile in an office setting. The employee is frequently required to use sight and manual dexterity to review and produce written and electronic records, and is regularly required to travel to other locations. The employee must regularly lift, carry, move, or push/pull supplies, materials, equipment, items and/or individuals of heavy to very heavy weight.

While performing the duties of this position, the employee is required to walk, run, sit, stand, bend, climb stairs, walk on uneven surfaces, crouch, crawl, kneel and stoop. Use of hands is necessary to feel/manipulate objects, tools or controls. Employees must be able to smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.



**CITY OF FAIRMONT**  
**NEW POLICE OFFICER BENEFITS**  
Updated 11/01/2021



**SALARY**

Salary for Probationary Officer      \$41,398.00 (scheduled to be increased 7/1/22)

Salary after one year probation      \$46,838.00 (scheduled to be increased 7/1/22)

**ADDITIONAL PAY AVAILABLE** (some dependent on belonging to FOP)

Shift Differential	\$ .45/hour
Holders of Bachelor's Degree	\$ .34/hour
Uniform Cleaning Allowance	\$20/bi-weekly
Longevity Pay	\$140/year
Certification Pay	\$200/year

**ADDITIONAL BENEFITS AVAILABLE** (some dependent on belonging to FOP)

Previously Certified WV Officers - \$5,000 additional monetary Incentive  
Call out/Court pay - minimum 4 hours overtime  
Uniforms -New Officers provided complete uniform; \$450/year allowance  
Short Turn around Overtime  
Paid meals after working 10 hours  
Officer-In-Charge Pay  
Permanent Shifts  
Take-home vehicle program  
Tuition Aid Program  
MPFRS Retirement System

**INSURANCE BENEFITS**

Insurance      **Public Employees Insurance Association (PEIA)**  
New employees will pay 20% of their insurance costs.  
The costs listed below are as of 01/07/20.

Example:      **PEIA Plan A**      Single Coverage – Monthly Cost  
Non-smoker = \$142.40  
Smoker = \$167.40

Family Coverage – Monthly Cost  
Non-smoker = \$327.80

## **PEIA Plan B**

### **Single Coverage – Monthly Cost**

Non-smoker = \$93.40

Smokers = \$118.40

### **Family Coverage – Monthly Cost**

Non-smoker = \$189.80

Smoker = \$239.80

\*\*\* Other insurance options are available.

## **SICK DAYS**

Initial sick leave accrual is at the rate of four (4) hours/month.

Sick leave will be earned and accrued from hire date but may not be used until probationary period is completed.

All employees upon attainment of six (6) years of service shall accrue sick leave at the rate of six (6) hours/month.

Upon attainment of ten (10) years of service, shall accrue sick leave at the rate of eight (8) hours/month.

## **HOLIDAYS**

Due to work schedule, officers are eligible for days off equal to Legal Holidays based on section 2-2-1 of our State Code. There are currently 12 holidays per year plus additional days for elections.

## **VACATION DAYS**

FOP Members earn vacation based on the FOP contract at the following rate:

1-4 years	10 days
5-9 years	15 days
10-14 years	20 days
15-19 years	25 days
20+ years	30 days

Vacation is accrued on a bi-weekly basis. Vacation will be earned and accrued from hire date but may not be used until probationary period is completed.

## **PERSONAL DAYS**

FOP members are given six personal days per year, after completion of the probationary period.

## **TRAINING**

New officers that have not been certified are required to attend the West Virginia State Police Academy within one year of hire. This is a 16-week course held in Institute, WV. The Police Department will pay the \$1,500.00 tuition fee; however, all officers must sign an agreement that they will maintain employment with the City of Fairmont for a period of one year after completing the Academy or the employee will be responsible for repayment of training expenses.





Office of the Chief of Police  
Chief Steve Shine

Fairmont Public Safety Building  
500 Quincy Street  
Fairmont, WV 26554  
(304) 366-9280  
(304) 366-5533 FAX

**FAIRMONT POLICE DEPARTMENT-  
PROBATIONARY POLICE OFFICER POSITION**

**APPLICATION AND TESTING PROCESS**

Elements of our application and testing process must be passed through. They do not necessarily have to be passed in order listed.

**Element 1-Written Examination**

Applicants must successfully pass a competitive written examination administered by the City of Fairmont Police Civil Service Commission.

**Element 2 – Physical Ability Examination**

Applicants must successfully pass a pre-employment physical ability examination, which is the current LEPS requirement for entry into the Basic Law Enforcement Class at the WV State Police Academy. This test will be administered to those passing the written test on a date following that exam. The minimum passing scores for employment are as indicated (this phase may be given prior to written exam):

Sit-Ups: Twenty-eight (28) properly executed sit-ups in one (1) minute.

Push-Ups: Eighteen (18) properly executed push-ups in one (1) minute.

1.5 Mile Run- Minimum standard for this test is completion of the run in fourteen (14) minutes and thirty-six (36) seconds.

The tests described are graded as pass or fail; acceptance is based on successfully passing all three (3) measures. A copy of the Physical Ability Standards for LEPS can be obtained on the Division of Justice and Community Services website [www.djcs.wv.gov](http://www.djcs.wv.gov).

### **Element 3-Background Investigation**

Investigations include, but are not limited to, verification of residence, employment, military service and education, application verification, research into possible criminal activity such as theft and drug usage, credit and driving history.

### **Element 4-Panel Review**

Applicants are asked a mostly uniform set of questions and are rated on various dimensions including, but not limited to, decisiveness, maturity and other job related interview characteristics.

### **Element 5- Psychological Evaluation**

Applicants will be sent to a medical psychologist or psychiatrist, who will use various information to evaluate a candidate's suitability for the police profession. Various applicant traits will be evaluated which may include (but not be limited to): Impulse control; General intelligence; Judgement; Ability to perform boring or tedious tasks; Reasonable courage; Honesty; Integrity; Personal bias or lack of bias; Ability to tolerate stress; What motivated the candidate to choose law enforcement; Dependability; Ability to deal with supervision; Appropriate attitudes towards sexuality; Prior drug use; etc.

### **Element 6-Polygraph Exam**

Applicants will be directed to take a polygraph test administered by a trained polygrapher. A potential list of questions asked may include (but not be limited to): Theft of money or merchandise from employer, or by shoplifting; Illegal drug trafficking or dealing; Illegal drug or medication use, including steroids; Use of alcohol; Falsification or minimization in your requested information; Participation in any type of organized crime; Arrests for anything other than minor traffic violations; Commission of a crime which has not been detected; Concealment of anything in your background that would affect your chances for this position; Involvement in a physical fight with another person, including domestic violence; Use of excessive physical force against another person; Payment or receipt of any bribes; etc.

### **Element 7-Medical Physical**

Applicants will undergo a medical physical which includes, but is not limited to, laboratory tests such as blood work, urinalysis, electrocardiogram, drug testing, medical history and examination by a physician. The medical selection standards established are designed to satisfy the requirements of the Americans with Disabilities Act and ensure that the standards do not unfairly exclude people from employment as law enforcement officers who are otherwise qualified. Medical Standards are related to the essential tasks and are therefore validated as legitimate standards and are required by the West Virginia State Police Academy.

**Top applicants will be selected within the rules and regulations set forth by West Virginia State Code, the Fairmont Civil Service Commission, and the WV Law Enforcement Training Committee.**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of the Fairmont Police Department to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, sexual orientation, ancestry, marital status, gender, or disability. The Fairmont Police Department assures full compliance with all federal, state, and local laws relating to Equal Employment Opportunity, Affirmative Action and non-discrimination.

“The Fairmont Police Department is an Equal Employment Opportunity Employer”

**CITY OF FAIRMONT  
POLICE DEPARTMENT  
PHYSICAL AGILITY STANDARDS**

The City of Fairmont Police Civil Service Commission conducts a physical agility examination for applicants. The agility exam consists of the following:

- **18 Push-Ups within one minute**
- **28 Sit-Ups within one minute**
- **1.5 Mile Run within 14 minutes, 36 seconds**

An applicant must attain a passing score on each event (that is, performs at the passing level for push-ups, sit-ups, and the 1.5 mile run.

**PUSH-UPS** – Designed to measure upper body muscular endurance and absolute strength. Applicants must be able to complete 18 properly executed push-ups within one minute.

*Hands are placed about shoulder width apart. The administrator places a fist on the floor below the applicant's chest.*

*Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. The applicant then returns to the up position.*

**SIT-UPS** – Designed to measure abdominal muscular endurance. Applicants must be able to complete 28 properly executed sit-ups within one minute.

*The applicant starts by lying on the back, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.*

*A partner holds the feet down firmly.*

*In the up position, the applicant should touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting must be done in the up position.*

**1.5 MILE RUN** – Designed to measure cardiovascular capacity. Applicants must be able to complete the 1.5 mile run within 14 minutes, 36 seconds.

*The applicant should refrain from smoking or eating for two hours preceding the test. Allow adequate time prior to the test for stretching and warm-up exercises.*

*During the administration of the test, the applicants can be informed of their lap times. If several applicants run at once, their individual times at the finish can be called out.*

*An important consideration at the end of the run is the "cool down" period. The applicant should be cautioned about sitting or standing around immediately after the run to prevent venous pooling. They should be instructed to walk an additional five minutes or so in order to enhance venous return and aid in recovery.*